ATMOSPHERIC SCIENCE DATA CENTER (ASDC) PROJECT MANAGEMENT
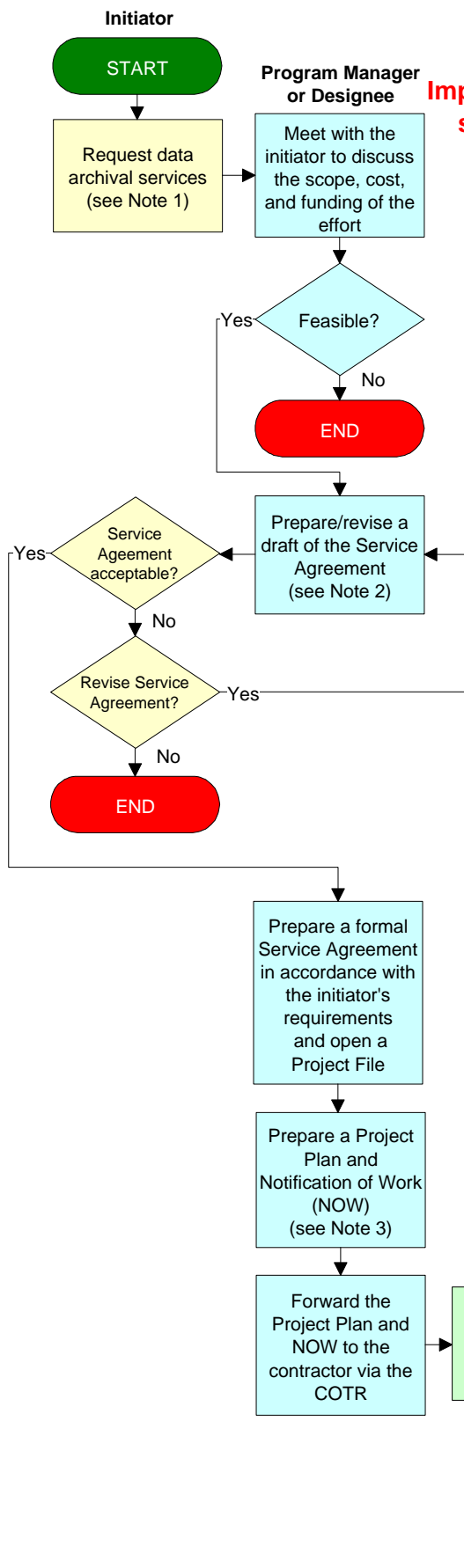
Implementation of this procedure has been suspended pending changes required by Science Directorate

LMS-CP-5525
Revision: B-1

Initiator

START

Request data archival services (see Note 1)

Program Manager or Designee

Meet with the initiator to discuss the scope, cost, and funding of the effort

Feasible? — Yes / No

END

Prepare/revise a draft of the Service Agreement (see Note 2)

Service Agreement acceptable? — Yes / No

Revise Service Agreement? — Yes / No

END

Prepare a formal Service Agreement in accordance with the initiator's requirements and open a Project File

Prepare a Project Plan and Notification of Work (NOW) (see Note 3)

Forward the Project Plan and NOW to the contractor via the COTR

Contractor

Perform the requested tasks

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Objectives:
- to provide stewardship of data regarding clouds, radiation budget, aerosols and tropospheric chemistry in a manner that meets the requirements issued by the Initiator and complies with all applicable Agency directives and Executive Orders
- to provide data processing, archive, and distribution services for Earth Science mission

Approval _____ Original signed on file _____

Associate Director for Research and Technology Competencies

General Information

The following records are generated by this procedure and are maintained in accordance with LMS-CP-2707:
- Notification of Work (NOW)
- Project File
- Service Agreement and Project Plan

Note 1

Initiator may be any of the following:
- Scientist
- Experiment Project Office
- Headquarters Program Managers
- Earth Science Data Information System (ESDIS) Project Office, NASA Goddard Space Flight Center

Note 2

The Service Agreement is a description of the project which establishes a framework for additional requirement definition. The draft must include:
- A description of the services to be performed
- Major milestones
- Costs

Note 3

Depending on scope of work, the NOW will either be modified or a new NOW will be created.

The Project Plan takes the form of a task list with projected completion dates.

The Project Plan and Service Agreement may be combined as a single document.

It is the Contracting Officer's Technical Representative's (COTR) responsibility to assist the Program Manager when required.

**Program Manager
or Designee**

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Manage the project through successful completion and update the Project File as information is received. Monitor contractor's performance. Work with the contractor to resolve issues as they arise
(see Note 4)

Document completion and close the Project File

END

Note 4
Program management includes management of costs, schedules and contractor performance.

The Project Manager is responsible for meeting with the Contractor on a periodic basis to review progress.